

Headquarters
US Army Garrison Command
Fort Knox, KY 40121-5717
12 April 2006

* Fort Knox Reg 190-40

Military Police

SERIOUS INCIDENT AND OPERATIONS REPORTING

Summary. This regulation provides policy on the notification and written reporting requirements of serious incident reports (SIRs) as defined in AR 190-40; Operational Reporting (OPREPs) as defined in TRADOC Reg 1-8; and Commander's Critical Information Requirements (CCIRs) from US Army Installation Management Agency (IMA), Southeast Regional Office (SERO) Headquarters, IMA, and the Commanding General (CG), Fort Knox.

Applicability. All units, directorates, Partners in Excellence (Fort Knox tenant organizations), and external units training on Fort Knox are required to report incidents as outlined in this regulation. For the purpose of this regulation, the senior leader/supervisor at each level above will be addressed as commander.

Proponent. The proponent of this regulation is the Installation Operations Center (IOC) on behalf of the Provost Marshal. The primary point of contact for questions is the on-duty watch officer at the IOC, 624-2707. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to HQ, US Army Garrison Command, Directorate of Plans, Training, Mobilization, and Security (DPTMS) (IMSE-KNX-PLI) Fort Knox, Kentucky 40121-5717.

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*This regulation supersedes Fort Knox Reg 190-40, Serious Incident and Operations Reporting, 15 March 2006.

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1. Purpose. This regulation provides detailed policy, responsibilities, guidance, uniformity, and procedures for reporting serious incidents to this headquarters.

2. Scope. This regulation puts measures in place to ensure the chain of command is properly informed of incidents and reporting to higher headquarters is accomplished to standard. The IOC is the central point for all reporting outside Fort Knox.

3. References.

- a. AR 600-8-1, Army Casualty Operations/Assistance/Insurance, 20 Oct 94.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. TRADOC Reg 1-8, TRADOC Operational Reporting (OPREP), 13 Nov 01, and change 1, 17 Nov 03.
- d. Memorandum, HQ SERO, SFIM-SE-OP, 6 Jan 05, subject: Southeast Region Policy Memorandum 385-02-01 – Director’s Critical Information Requirements.
- e. Memorandum, HQ TRADOC, ATIM, 23 Aug 05, subject: Transmission of TRADOC Operational Traffic.
- f. Memorandum, HQ IMA, IMAH-OPD-O, 20 Dec 05, subject: US Army Installation Management Agency Policy Memorandum #11, Commander’s Critical Information Requirements (CCIR) and Serious Incident Reports (SIR).
- g. Unclassified DMS message, DA Staff, DAPM, 271928Z Dec 05, subject: Reporting Requirements Under Army Regulation 190-40.
- h. AR 190-40, Serious Incident Report, 9 Feb 06.
- i. Memorandum, HQ IMA, IMAH-OPD-O, 27 Mar 06, subject: Critical Information Requirements (CCIR) and Serious Incident Reports (SIR).
- j. Briefing (produced daily), Fort Knox IOC, slides 15 and 16, subject: EOC Shift Change Briefing, Commanding General, Fort Knox CCIR.

4. General.

- a. The SIR/OPREP process ensures critical information is distributed timely and accurately and identifies responsibilities and requirements for notification. The SIR/OPREP report is considered sensitive in nature and should be close hold and distributed only to those personnel

with a valid need to know. Dissemination of these reports will be by For Official Use Only (FOUO) means, to include Public Key Infrastructure (PKI) email traffic.

b. The proponent for reporting serious incidents for units is the DPTMS. The IOC is the reporting agent for the DPTMS and, with few exceptions, the only authorized reporting element for US Army Armor Center (USAARMC) and US Army Garrison (USAG), Fort Knox.

5. Policy.

a. Incidents listed in the Leader's Reporting Requirements Matrix (Appendix A) are reportable to this headquarters as serious incidents. This matrix is a collation of all reporting requirements listed in the references above and others. This matrix is not an all-inclusive list, and commanders should report any incident that may be of concern to the command group regardless of whether it is listed in the references.

b. Incidents reportable from AR 190-4 are considered SIRs, incidents from TRADOC Reg 1-8 are considered OPREPs, and other incidents not covered in either of these regulations are considered OPREPs.

c. The commander should consider, as a minimum, the following factors in determining whether the incident may be a concern and reportable:

- (1) Severity of incident.
- (2) Potential for adverse publicity.
- (3) Potential consequences of the incident.
- (4) Effect the incident has on readiness or the perception of readiness.

If there is any doubt, report the incident. The commander is responsible for notifying the chain of command and the IOC, per Appendix B, SIR/OPREP Notification Flowchart. In addition, the brigade-level commander/director is responsible for approving the content and verbiage of the report before the IOC releases it outside of Fort Knox.

d. Correspondence concerning SIRs and OPREPs is considered FOUO, and the appropriate safeguard precautions for dissemination and distribution must be made. All email messages with detailed SIR or OPREP reports must be sent via PKI email and only to those specifically with the need to know.

6. Responsibilities.

- a. **Commanders, units, and directorates reporting directly to this headquarters.**

(1) Upon determination of a serious incident for all personnel assigned or attached (including dependents and other personnel on Fort Knox) by using the Leader's Reporting Requirements Matrix at Appendix A, immediately notify the command group and IOC. ***Telephonic notification must be made within 1 hour of the incident if there is a loss of weapon, life, limb, or eyesight.*** Notification will be made in the most expeditious means available using the flowchart at Appendix B and the information requirements in the SIR Worksheet at Appendix C. Provide as much information as possible about the incident. NOTE: HQs IMA reporting requirements mandate the Garrison Commander (GC) and/or the IOC make telephonic notification to IMA EOC within 1 hour and email reporting within 2 hours for all incidents. *Directors and staff must also ensure the appropriate HHC-level commander and/or first sergeant is informed (USAARMC or USAG).*

(2) Submit a complete detailed report as soon as possible but no later than 2 hours after the incident. ***Use the OPREP format for written reporting.*** This report should include all currently known information required on the SIR/OPREP Worksheet. The release authority for content of the report is the brigade-level commander/director, Partners in Excellence commander, and senior leader/supervisor for units training on Fort Knox.

(3) For incidents involving loss of life, limb, or eyesight and any other incident the commander deems necessary, the unit will submit a Commanding General's Update (Appendix G) to the IOC between 12 and 24 hours but not later than 24 hours after the initial report. *The unit commander of the reportable incident is responsible for the collation and consolidation of the Commander's Update.* This information will be forwarded to the CG (and command group) and should include, but is not limited to the following:

- (a) Name/phone number of person sending report.
- (b) Any ongoing actions associated with the incident.
- (c) Changes in circumstances, errors, or information not included in the original report.
- (d) If injury is involved or there is any change in the condition, location, or prognosis of the injured.
- (e) If death is involved, who is the person survived by (names, ages, relationship, and location), where is the memorial service location/DTG, and any other information deemed necessary by the commander.

(4) Commanders at battalion level and above must maintain a record for all reports. Numbering will be a six-digit number prefaced by the unit organization. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to the IOC for that calendar year. Examples: 1-16 CAV 06-0003 or 1-46 IN 06-0005.

b. Commanders and Partners in Excellence.

(1) Immediately upon determination of a serious incident, follow the procedures dictated by your next higher headquarters.

(2) Provide a courtesy copy of all SIRs and associated reports for all personnel living and/or working on Fort Knox and those incidents occurring in the Fort Knox AR 190-40 reporting area (Appendix H) to the IOC in order to keep the USAARMC command group and the GC informed.

(3) Notify the Fort Knox Casualty Section directly for all incidents involving loss of life, limb, eyesight, or hospitalization that occur outside the AR 190-40 reporting area but within the AR 600-8-1 area of responsibility (Appendix H).

(4) Submit requests for needed support (chaplain, casualty assistance officer (CAO), burial honors, etc.,) to the IOC for processing.

c. External Units Training on Fort Knox (Regardless of Unit Size).

(1) Immediately upon determination of a serious incident, follow the procedures dictated by your next higher headquarters. ***Radio and/or telephonic notification to range control must be made within 1 hour for all incidents resulting in loss of weapon, life, limb, or eyesight.***

(2) In order to keep the USAARMC command group and GC informed, provide a courtesy copy of all SIRs and associated reports to the IOC through range control. *NOTE: The IOC and range control will assist with any administrative resources necessary to produce the report and notify appropriate personnel/HQs.*

(3) Submit requests for needed support (chaplain, CAO, burial honors, etc.,) to the IOC for processing.

d. DPTMS – IOC.

(1) Comply with the following procedures upon notification of an SIR/OPREP reportable incident.

(a) Receipt. Upon receipt of a possible SIR/OPREP from a subordinate unit, obtain as much information as possible using the SIR/OPREP Worksheet at Appendix C. Begin using the SIR/OPREP Checklist and Telephonic Notification Matrix at Appendix D.

(b) Assessment/Notification. Using the Leader's Reporting Requirements matrix (Appendix A), the Reporting Area Map (Appendix H), and all available references, determine if the incident is SIR/OPREP reportable.

- If the incident is SIR/OPREP reportable, make the appropriate notification and begin reporting procedures.
- If the incident is determined not to be SIR/OPREP reportable, but is of a serious nature, notify the IOC manager, DPTMS, and GC .
- If the reportability of the SIR/OPREP cannot be determined, contact the GC or DPTMS for further guidance.
- Use the reporting flowchart as a guideline for notification and ensure that “who else needs to know” is considered for notification. **Notify the Casualty Assistance Center (CAC) for all deaths and serious injuries to Soldiers.**

(c) Initial Telephonic Report to TRADOC Emergency Operations Center (EOC) and/or SERO EOC. The initial report of an SIR incident will be reported to the TRADOC EOC and/or SERO EOC as soon as possible.

- Gather the information as required in paragraph 6d(1)(a) above.
- Approval authority for the information content of the report is the brigade-level commander/director, Partners in Excellence commander, and senior leader/supervisor of external units training on Fort Knox.
- Brief the DPTMS or his/her designated representative on the information gathered and intended report to TRADOC.
- Obtain approval for release of the telephonic report. The CG, deputy commanding general (DCG), chief of staff (CofS), GC, or DPTMS are the approval authorities for making telephonic notification.
- Once approved, make initial telephonic report to TRADOC and/SERO. Ensure this report is annotated on the IOC log and SIR checklist noting the date/time sent and the name of the person who received the report.

(d) Initiate Written/Electronic SIR.

- Begin applying the known information to the appropriate Department of the Army (DA) SIR or TRADOC OPREP format. Formats are located at Appendices E and F.
- Upon receipt of the subordinate units' report, apply the data, as necessary, to the installation report.

- Provide draft report to the release authority (written or telephonically) for review and approval prior to release to TRADOC and /or SERO. The CG, DCG, CofS, GC, and DPTMS are the approval authorities for the written/electronic report.

(e) Submit written/electronic SIR/OPREP to SERO and IMA, and/or TRADOC EOC, and/or DA (as required) within **2** hours of notification of the incident. Email or fax the completed SIR/OPREP to the SERO, IMA, and/or TRADOC EOC via PKI email using the email distribution list [CG; DCG; CofS; GC; CDR, Medical Department Activity (MEDDAC); DPTMS; Public Affairs Office (PAO); Safety; CAC; Provost Marshal Office (PMO); Staff Judge Advocate (SJA); Post CSM; Armor School CSM; Garrison CSM, and TRADOC PMO]. Verify receipt of the report and make the appropriate entry in the IOC duty log and SIR/OPREP checklist with the date/time sent and the name of the person verifying receipt. *NOTE: DA will receive only non-PKI email reports. Send a separate report to DA after sending the PKI email report to all others.*

- For incidents involving rape or sexual assault, do not include the victim's name information in the SIR that you send to our distribution lists – this is a significant privacy issue. Do not include age (say only adult or minor), SSN, or other details; try to be as obscure as possible when describing the victim.

- Normal distribution lists for SIRs and OPREPs include those who do not need to know the victim's name information (CAC, Safety, etc.). Release the name on the report **ONLY** to DA and TRADOC EOCs and verbally to the command group.

- For these types of cases, you must also inform Army Community Service (ACS) Family Advocacy.

- If the victim is a civilian or a minor, only Criminal Investigation Division (CID) may release the victim's information.

(f) Follow-up Reports. Send follow-up reports to TRADOC, as necessary, when additional information is obtained or the situation changes. Follow-up reports must be approved by the release authorities prior to release.

(g) Commanding General's Update. Assist the reporting commander in gathering and consolidating the following information within 12 to 24 hours but not later than 24 hours following the incident and forward to the Fort Knox CofS and secretary of the general staff (SGS) using the format at Appendix G:

- Commander's update.
- Adjutant General (AG) update (CAC).

- Medical update.
- Law enforcement update.
- PAO update.
- Safety update.

(2) Collect SIR/OPREP information on units not reporting to Headquarters, USAARMC, and provide a copy to the CG; DCG; CofS; GC; CDR, MEDDAC; PAO; Safety; CAC; PMO; SJA; DPTMS; Post CSM; Armor School CSM; Garrison CSM; and TRADOC PMO as soon as possible so the command group remains situationally aware. Once properly released, provide a courtesy copy of the report to SERO and/or TRADOC EOC(s).

(3) Incidents involving FORSCOM units on Fort Knox, reporting directly to Headquarters, USAARMC (703d EOD, 233d TC, and 34th MPs). After properly released, the SIR/OPREP will be submitted directly to FORSCOM at watchtea@forscom.army.mil with a courtesy copy provided to TRADOC.

(4) Incidents involving Soldiers conducting mobilization at Fort Knox (considered FORSCOM assets) and 4th Brigade, 85th Division. After proper release, the SIR/OPREP will be provided directly to FORSCOM at watchtea@forscom.army.mil with courtesy copies to TRADOC and 4th Brigade, 85th Division, who will in turn, provide a courtesy copy to First United States Army.

(5) Incidents involving ROTC and MMT cadets will be reported through their appropriate command with a courtesy copy provided from the IOC to TRADOC.

(6) Incidents involving external units training on Fort Knox. Units will provide a copy of the SIR or any other directed report to range control who will forward it to the IOC. The IOC and range control will assist with any administrative resources necessary to produce the report. The IOC will forward a copy to TRADOC as a courtesy.

(7) The Mission Commander/CG, Fort Knox, has the responsibility to forward all SIRs that occur in his AR 190-40 area of responsibility, Appendix H, directly to DA and support casualty requirements within the AR 600-8-1 area of responsibility. The IOC will forward copies of SIRs directly to DA for all Fort Knox units and will verify that Partners in Excellence and units training on Fort Knox higher HQs sends their SIR to DA.

e. AG CAC.

- (1) Submit Casualty Report to DA as required and provide a courtesy copy to the IOC.

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(2) Take action on requests from assigned units, Partners in Excellence, and units training on Fort Knox for casualty support within the AR 600-8-1 area of responsibility (Appendix H).

(3) If death is involved, appoint or coordinate for the appointment of a Casualty Notification Officer (CNO) and a CAO.

(4) When the attending physician determines family members' presence is required, issue invitational travel orders (ITOs) to family members.

(5) Provide courtesy copies of any reports submitted through AG channels to the next higher headquarters to the IOC.

(6) Between 12 and 24 hours after the incident, but not later than 24 hours, provide to the unit commander submitting the SIR/OPREP and the IOC the following for the Commanding General's Update at Appendix G:

- (a) Name/phone number of person sending report.
- (b) Confirmation of DA Casualty Report.
- (c) Location/disposition of remains.
- (d) Names, ages, and relationships of next of kin.
- (e) Status of next of kin notification – when, where, and by whom was the notification made.
- (f) Status of appointment of CAO – who and when appointed.
- (g) Burial honors.
- (h) Any other information deemed necessary.

f. **CDR, USA MEDDAC.**

(1) Provide information to the IOC on the condition and prognosis of patients involved in an SIR/OPREP reportable incident.

(2) Provide courtesy copies of all reports sent through MEDDAC channels to higher headquarters that are associated with an ongoing SIR/OPREP incident to the IOC.

(3) Between 12 and 24 hours after an incident, but not later than 24 hours, provide an update to the unit commander submitting the SIR/OPREP and the IOC the following for the Commanding General's Update at Appendix G:

- (a) Name/phone number of person sending report.
- (b) Condition and prognosis of the patient.
- (c) Any existing conditions that may cause illness/injury to other personnel.
- (d) Any preliminary cause of death or autopsy results that are pertinent.

(e) Determine the necessity of the requirement for presence of family members; if yes, complete DA Form 2984 (Very Seriously Ill/Seriously Ill/Special Category Patient Report) and forward to the AG casualty section for completion of ITOs.

- (f) Any other information deemed necessary.

g. Provost Marshal.

(1) Submit any current or planned investigations associated with an SIR/OPREP incident to the IOC (to include those by CID).

(2) Provide courtesy copies of all reports sent through MP channels to a higher headquarters that are associated with an ongoing SIR/OPREP incident to the IOC. *NOTE: The IOC provides copies of all SIR/OPREP reports to the TRADOC PM.*

(3) Between 12 and 24 hours after an incident, but not later than 24 hours, provide an update to the unit commander submitting the SIR/OPREP and the IOC the following for the Commanding General's Update at Appendix G:

- (a) Name/phone number of person sending report.
- (b) Status of ongoing or planned investigation.
- (c) Preliminary findings of investigation.
- (d) Any other information deemed necessary.

h. Public Affairs Officer.

(1) Provide information pertaining to the release of information to the IOC and command group.

(2) Provide a courtesy copy of all press releases associated with the SIR/OPREP to the IOC.

(3) Between 12 and 24 hours after an incident, but not later than 24 hours, provide an update to the unit commander submitting the SIR/OPREP and the IOC the following for the Commanding General's Update at Appendix G:

- (a) Name/phone number of person sending report.
- (b) Status of press releases.
- (c) Any impacts of public opinion or routine operations pertaining to the SIR/OPREP.
- (d) Any other information deemed necessary.

i. **Post Safety.**

(1) Provide information on any safety concerns associated with an SIR/OPREP incident to the IOC.

(2) Provide courtesy copies of all reports sent through safety channels to a higher headquarters that are associated with an ongoing SIR/OPREP incident to the IOC.

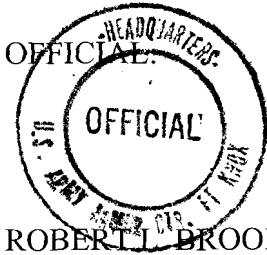
(3) Between 12 and 24 hours after an incident, but not later than 24 hours, provide an update to the unit commander submitting the SIR/OPREP and the IOC the following for the Commanding General's Update at Appendix G:

- (a) Name/phone number of person sending report.
- (b) Any safety-related issues pertaining to the incident.
- (c) Recommendations to mitigate safety risks associated with the incident.
- (d) Any other information deemed necessary.

7. The point of contact for this action is the Watch Officer, Fort Knox IOC, 624-5151.

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FOR THE COMMANDER:



ROBERT L. BROOKS
Director, Information Management

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Appendix A

Leader's Reporting Requirements

A-1. The list that follows is a compilation of reporting requirements for leaders/supervisors. It is not all inclusive (it does not contain all CCIR). When in doubt, report it. In every case the leader/supervisor should consider "***who else needs to know***" (Safety, MPs, PAO, EPA, Range Control, FKFD, CAC, etc.) and let them know. If the table indicates the IOC must be informed, it goes without stating that "green tab" and supervisory channels must first be informed.

A-2. Reporting:

a. Reports are made through the brigade- or directorate-level leader to the IOC – not directly from the lower unit (NOTE: External units training on Fort Knox, regardless of unit size, will submit a copy of their mandated report to the IOC.). All email messages concerning SIR or OPREP reports must be sent via PKI email.

b. Make the initial report in accordance with the timeline even if data is missing or inconclusive. Make the corrections/additions in follow-up reports.

c. *Directors and staff must also ensure the appropriate HHC-level commander and/or first sergeant is informed, i.e., USAARMC or USAG.*

A-3. This list is produced by the IOC and updated as necessary. Contact the IOC for the most current list.

A-4. Reporting timelines:

a. Report loss of weapon, life, limb, or eyesight within 1 hour of the incident.

b. Report "serious incidents" (to include IMA and Commanding General's CCIR) within 2 hours of the incident or as soon as possible.

c. Report all other incidents as soon as possible but not later than 6 hours after the incident.

d. Complete the Commanding General's Update between 12 and 24 hours, but not later than 24 hours, for incidents involving loss of life, limb, or eyesight.

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<u>PROPERTY</u>			
REPORT	REPORTING CRITERIA	REPORT TO	REPORT FORMAT
Any incident the commander determines to be of immediate concern to the CG or GC based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.	AR 190-40, CAT I, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or non-appropriated and appropriated funds valued at more than <i>\$100,000 (TRADOC \$10,000)</i> , to include conflicts of interest of NAF.	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Incidents involving prisoners or detainees of Army confinement or correctional facilities, to include escape from confinement of custody, disturbances which require use of force, wounding or serious injury to a prisoner, and all prisoner deaths.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Aggravated arson.	AR 190-40, CAT II, SIR	IOC	OPREP
Actual or attempted break-ins of arms room or storage areas for Arms, Ammunition, and Explosives (AA&E).	TRADOC Reg 1-8, OPREP	IOC	OPREP
Any accident, damage, or fire to Government property where a Soldier or civilian is involved.	Command Guidance	Leaders	Phone/ Email
Accidental fires, arson, accidents, or natural disasters involving death, serious injury, property damage in excess of <i>\$250,000 (TRADOC \$10,000)</i> , or damage that seriously degrades or shuts down unit operational capabilities or training.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Property damage or loss of property or equipment (by any cause) exceeding \$10,000.	TRADOC Reg. 1-8, OPREP	IOC	OPREP
Aircraft accidents or incidents: - Manned. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Includes tenant or transient aircraft using TRADOC facilities.	TRADOC Reg. 1-8, OPREP	IOC	OPREP
Disasters or crises that result in significant disruption to installation operations, facilities, or housing exceeding 24 hrs (loss of electricity, water, sewage, heating, cooling, training support, or mission support) and/or impact quality of life.	IMA and SERO Memos	IOC	OPREP

<u>PROPERTY- CONT'D</u>			
REPORT	REPORTING CRITERIA	REPORT TO	REPORT FORMAT
Loss, theft, wrongful disposition, willful destruction, mis-management, as well as a discovery of loss of accountability of the following: <ul style="list-style-type: none"> - Classified material (excluding For Official Use Only). - Controlled cryptographic items. - Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970. - Evidence. - Munitions. - Night vision devices. - Sensitive items, other than AA&E (see below), identified by Controlled Inventory Item Code (CIIC) 1-6, 8, Q, R, or Y (see AR 710-2). 	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC and MPs	OPREP
Wrongful possession, manufacture, or distribution of controlled substances, to include narcotics, drugs, or marijuana in the following quantities: <ul style="list-style-type: none"> - Cocaine, 100 grams or more. - Marijuana, 1,000 grams or more. - Hashish, 1,000 grams or more. - Heroin, 100 grams or more. - Amphetamines or barbiturates, 100 grams or more. - LSD, 6 grams or more. - PCP, 100 grams or more. For narcotics and dangerous drugs not listed, use quantities for like substances listed above.	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC and MPs	OPREP
Armed robbery or attempted armed robbery of AA&E.	AR 190-40, CAT II, SIR	IOC and MPs	OPREP
Any evidence of trafficking AA&E , such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC and MPs	OPREP
Theft, loss, suspected theft, loss of accountability, or recovered AA&E in the following quantities: <ul style="list-style-type: none"> - Any missile, rocket, or mine. - Any machinegun or automatic fire weapon. - One or more semi-automatic or manually-operated firearms. - Any fragmentation, concussion, or high explosive grenade or other type of simulator or device containing explosive material, including artillery or ground burst simulators. - Any explosives, to include demolition explosives, such as detonation cord, C-4, TNT, etc... - Five or more rounds of ammunition greater than .50 Cal. - Any Ball, Tracer, or Tracer Linked ammunition, .50 Caliber or smaller in the amount of 100 rounds or greater for .50 Caliber, and 200 rounds or greater for small arms ammunition (5.56, 7.62, or 9mm). - Any type of blank ammunition when amount is equal to or greater than the issue amount in a wire bound wooden box. 	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC and MPs	OPREP

<u>PROPERTY</u>– CONT'D			
REPORT	REPORTING CRITERIA	REPORT TO	REPORT FORMAT
Environmental accidents or incidents on post, that result in: <ul style="list-style-type: none"> - Any release of a hazardous substance, to include <u><i>fuel or oil over 50 gallons.</i></u> - The evacuation of facilities and injuries, deaths, or potential severe degradation of the environment. - Serious or catastrophic failure of the operating system at a facility (e.g., sewage treatment plant, drinking water treatment plant, hazardous waste treatment, or storage facility). 	TRADOC EOC Memo, OPREP, 28 Nov 01	IOC and EPA	OPREP
Serious or catastrophic failure of sewage treatment plants , which are likely to result in high volumes of untreated discharges.	TRADOC EOC Memo, OPREP, 28 Nov 01	IOC	OPREP

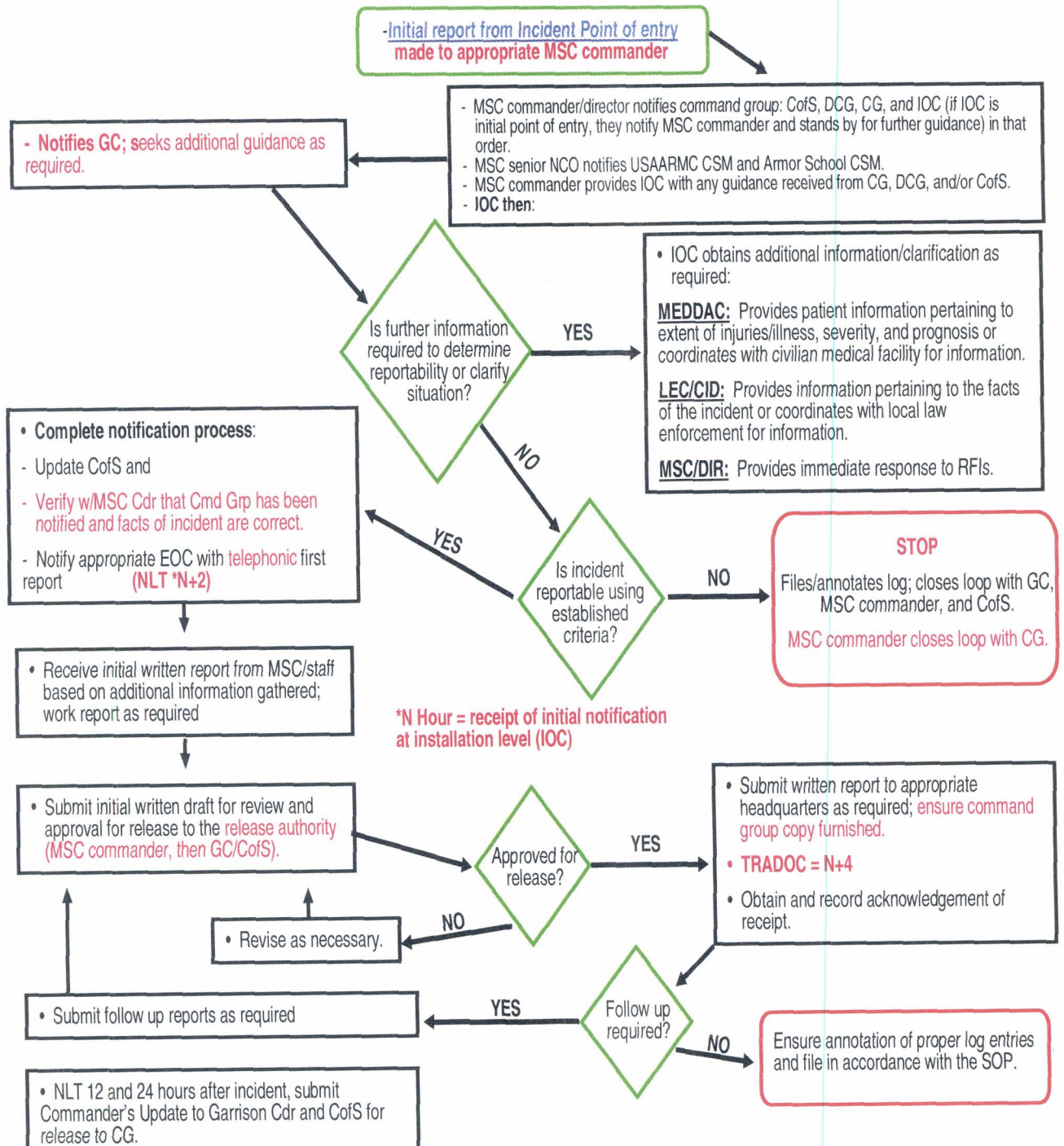
<u>PERSONNEL</u>			
REPORT	REPORTING CRITERIA	REPORT TO	REPORT FORMAT
Any accident of a service member, family member, or DOD/DA civilian occurring on the installation or any accident of a service member occurring off the installation.	AR 385-10	Safety	Phone/ email
Accidents , training accidents, troop movement, fire, or other incidents that result in: <ul style="list-style-type: none"> - Any death of a service member, family member, full time contract employee, or DOD/DA civilian occurring on an installation or any death of a service member or family member occurring off the installation. Deaths from natural causes occurring in medical facilities are not reported. If the manner of death is unknown, the incident should be reported as "undetermined manner of death." The manner of death should be reported by follow-up report as soon as determined. NOTE: A <u>Commander's Update</u> must be completed every 12 hours until the victim is buried. <ul style="list-style-type: none"> - Any serious injury of a service member, family member, full time contract employee, or DOD/DA civilian or any civilian occurring on the installation and any serious injury (<i>further defined as a serious injury as determined by the brigade-level commander/director</i>) of a service member or family member occurring off the installation. - Any training accident that results in any injury of a service member or any civilian injury (<i>further defined a serious injury as determined by the brigade-level commander/director</i>) Training accidents causing death require additional reporting IAW para 3-3b, TRADOC Reg. 1-8. - Heat stroke or exhaustion (as determined by medical testing). All heat-related injuries must be reported to Post Safety – see RHABDO below. 	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Illness where the diagnosis is RHABDO (Rhabdomyolysis Diagnosis) as determined by medical personnel.	TRADOC EOC email, 10 Apr 05	IOC	OPREP
Serious injury/illness or misconduct (arrest, confinement, drug/DUI offense, or loss of security clearance) of primary staff, command team, or to MSG/GS-12 and above.	TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Arrest, confinement, drug/DUI offense of any Soldier or DA civilian.	FK Command Guidance	Cmd Grp and IOC	Email/ telephonic
<ul style="list-style-type: none"> - Kidnapping. - Serious crimes committed by or against a service member, DOD/DA civilian, or family member of a service member to include: <ul style="list-style-type: none"> - Aggravated assault. - Kidnapping. - Rape. - Attempted rape. - Sexual assault or allegations of – see below. - Larceny exceeding \$10,000. - Wrongful manufacture, distribution, transportation, or sale of illegal drugs. - Murder or attempted murder. - Report all crimes being investigated by the Criminal Investigation Division. 	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP

<u>PERSONNEL</u> – CONT'D			
REPORT	REPORTING CRITERIA	REPORT TO	REPORT FORMAT
Sexual assault, allegations of sexual assault, or other sex-related offenses. Commanders have reporting and response requirements - see below.	AR 600-20	Victim Advocacy, Cmd Grp, LEC, CID	Telephonic; only by PKI if email used
Child abuse. Actual or alleged incidents of child abuse which take place within an Army organizational setting or facility (such as child development center, youth activities center, medical treatment facility, gymnasium, and so forth) or an Army-sponsored or -sanctioned activity (such as, quarters-based family child care home, youth sports or recreations activities, field trips, and so forth). <i>This paragraph also applies to incidents of child abuse occurring within the family unit, which involves the use of a weapon (firearm, knife, etc.), if the victim suffers a broken limb, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident.</i>	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Serious child injury or death not resulting from child abuse while the child is in the Army's care at a non-medical facility (in other words, child development center, quarters-based family child care home, youth activities center, and so forth) or within an Army-sponsored or -sanctioned activity. <i>This paragraph does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.</i>	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Child abuse complaints involving anyone on the installation.			
Serious domestic violence incidents. Any incident of domestic violence where a weapon (such as firearm, knife, or motor vehicle) is involved; the victim suffers a broken limb, is injured during pregnancy, is sexually abused, is choked or strangled, or is admitted to the hospital because of injuries incurred during the incident; domestic violence incidents where a violation of a protective order (military or civilian) has occurred.	AR 190-40, CAT II, SIR	IOC	OPREP
Sexual harassment. Any formal discrimination complaint involving anyone on the installation.	IMA and SERO Memos	IOC	OPREP
Allegations of Drill Sergeant misconduct or trainee abuse as defined in TRADOC Reg 350-6. NOTE: Report all allegations to the chain of command. <i>NOTE: If the credibility of the allegation can be quickly assessed (within a few hours) and the commander (brigade-level cdr) considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the unit.</i>	TRADOC Reg. 1-8, OPREP	Cmd Grp and IOC	OPREP
Filed EEO/MER/IG complaint or union grievance – IMA organizations only	IMA and SERO Memos	Garrison Cdr and IOC	IMA CCIR
Violations of Army policy pertaining to monitoring and recording of conversations or acquisition and storage of information.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Racially or ethnically motivated criminal acts.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP

<u>PERSONNEL</u> – CONT'D			
REPORT	REPORT	REPORT	REPORT
Group breaches of discipline involving 10 or more persons who collectively act to defy authority.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Significant violations of Army standards of conduct to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or non-appropriated fund (NAF) employees.	AR 190-40, CAT II, SIR TRADOC Reg 1-8, OPREP IMA and SERO Memos	IOC	OPREP
Suicide or attempted suicide (as diagnosed by a physician) of a military or family member on or off the installation and DA civilians on the installation. Suicidal ideations and gestures must be reported to medical personnel.	TRADOC EOC Memo, OPREP, 28 Nov 01	IOC and IACH	OPREP
Maltreatment of Soldiers or DA Civilians to include assaults, abuse, or exploitation, where the offender has a trainer, supervisor, or cadre-trainee relationship with the victim, regardless of whether they are members of the same organization.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Incidents involving firearms that cause injury or death.	AR 190-40, CAT II, SIR IMA and SERO Memos	IOC	OPREP
Incidents of positive test results for West Nile Virus (human, animal, or mosquito) occurring on the Fort Knox installation or within a 30-mile radius of Fort Knox.	TRADOC Command Guidance 02-023	IOC	OPREP
Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.	TRADOC Reg 1-8, OPREP	IOC	OPREP
Incidents involving foreign visitors or dignitaries.	SERO Memo 385-02-01, PIR		
Information on threats , plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the United States, Vice President of the United States, or other Government officials or foreign personnel.	AR 190-40, CAT I, SIR TRADOC EOC Memo, OPREP, 28 Nov 01 IMA and SERO Memos	IOC	OPREP
Any visit from Brigadier General or above and elected officials for official business.	IMA and SERO Memos	IOC	IMA CCIR
GC out of communication or temporarily away from the organization including TDy and leave – identify who is acting in his/her absence.	IMA and SERO Memos	IOC	IMA CCIR

Appendix B
SIR/OPREP Notification Flowchart

Notification Flowchart



Fort Knox Reg 190-40 (12 Apr 06)

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Appendix C
SIR/OPREP Worksheet

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1. DTG of initial receipt: _____

2. Reporting unit: _____

3. Name/phone# of reporting individual: _____

4. Type of incident: _____

5. Location of incident: _____

6. Date/time of incident: _____

7. Victim of incident:

Name: _____ Rank: _____ SSN: _____

Duty Position: _____ Unit: _____ Race: _____

Duty Status: _____ Sex: M F

Component: RA USAR ARNG

8. Subject of incident:

Name: _____ Rank: _____ SSN: _____

Duty Position: _____ Unit: _____ Race: _____

Duty Status: _____ Sex: M F

Component: RA USAR ARNG

9. Type of equipment involved: _____

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10. Brief summary of incident (if death, cause of death if known):

11. If the incident is training related, provide the following:

Type of training being conducted: _____

If Initial Entry Training, what phase: _____

Any previous medical history relating to the incident: _____

Was Combat Lifesaver or Medic present on the training site: _____

Was CPR performed at the scene: _____

Was anything noticed pertaining to the health and duty performance in the past 24 hours:

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Describe the timeline of events including: time cardiopulmonary resuscitation (CPR) performed and by whom, time medical aid was requested, time medical personnel arrived on scene, time medical personnel departed, time individual arrived at medical treatment facility (if applicable), time pronounced dead and by whom, and any other pertinent information:

12. Alcohol involvement in the incident: _____

13. Seatbelts used: _____

14. Helmet worn if a motorcycle accident: _____

15. Have any of the soldiers involved been deployed within the past year? Who and to where?

16. Current location of subject(s) and victims(s): _____

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17. Names/relationship/age/location of immediate family/next of kin and process of notification:

18. Any additional information: _____

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Appendix D**SIR/OPREP Checklist and Telephonic Notification Chart**

SIR/OPREP Checklist	ACTION	DTG	INITIALS
Received initial report			
Telephonic report completed			
Receipt of report annotated on IOC duty log and recorded on SIR/OPREP Worksheet			
Initial assessment conducted to determine reportability Reportable Not Reportable Unknown (<i>circle one</i>)			
Notification process completed			
Received initial written/electronic report from subordinate unit			
Completed initial draft SIR/OPREP for review/release by proper authority			
Cleared for release by: name of MSC commander/staff director			
Sent to SERO/TRADOC/IMA/DA via FAX Email Other means:			
Receipt of report acknowledged at SERO/TRADOC/IMA/DA by: SERO: TRADOC: IMA: DA:			
Follow-up/update on incident received from unit			
Follow-up/update SIR/OPREP cleared for release by:			
Follow-up/update sent to SERO/TRADOC/IMA/DA via FAX Email Other means:			
CG's Update compiled/forwarded to command group			

 Name of Watch Officer

 Signature of Watch Officer

Telephonic Notification Chart

	<u>POSITION</u>	<u>NAME</u>	<u>PHONE #</u>	<u>DTG NOTIFIED</u>
**	IOC MANAGER			
**	DEPUTY DPTMS			
**	DPTMS			
**	GARRISON CDR			
**	GARRISON CSM			
**	CofS			
**	POST CSM	Notified by reporting unit		
**	Armor School CSM	Notified by reporting unit		
**	DCG	Notified by reporting unit	(call Aide to verify)	
**	CG	Notified by reporting unit	(call Aide to verify)	
**	PAO			
**	LEC/PMO			
	CAS ASST CENTER (all deaths & serious injuries)			
	SAFETY (all accidents)			
	CHAPLAIN (all deaths & serious injuries)			
	MEDDAC			
	FIRE DEPT			
	SJA			
	_____ MSC CDR			
	_____ Dir/Chief			
	TRADOC EOC	OPREP	DSN: 680-2256	
	SERO EOC	SIR/OPREP	DSN: 367-0717	
	IMA OPS	CCIR/OPREP/SIR	by email	
	ARMY OPS	SIR	by email	

**** Minimum required notification**

Appendix E
SIR Report Format

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FROM: CDRUSAARMC FT KNOX KY//ATZK-PM//

TO: DA WASH DC//DAMO-ODL-O//

INFO: CDRUSAMPSA ALEXANDRIA VA//MOMP-O//

CDRUSACIDC WASH DC//CIOPO-ZA//

CDRTRADOC FT MONROE VA//ATPL//

CLASSIFICATION: FOUO

SUBJECT: Fort Knox SIR number *(Provided by the IOC)*

1. Category:
2. Type of incident:
3. Date/time of incident:
4. Location:
5. Other information:
 - a. Racial:
 - b. Trainee involvement:
 - c. Alcohol involvement:
 - d. Next of Kin:
 - e. Seatbelt use:

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f. Deployment within past year:

6. Personnel involved:

a. *Suspect:*

(1) Name:

(a) Pay grade:

(b) SSN:

(c) Race:

(d) Sex:

(e) Age:

(f) Position:

(g) Security clearance:

(h) Unit and station of assignment:

(i) Duty status:

(j) Marital status:

b. *Subject:*

(1) Name:

(a) Pay grade:

(b) SSN:

(c) Race:

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- (d) Sex:
- (e) Age:
- (f) Position:
- (g) Security clearance:
- (h) Unit and station of assignment:
- (i) Duty status:
- (j) Marital status:

c. *Victim:*

- (1) Name:
 - (a) Pay grade:
 - (b) SSN:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security clearance:
 - (h) Unit and station of assignment:
 - (i) Duty status:
 - (j) Marital status:

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7. Summary of incident:

8. Remarks:

9. Publicity:

10. Commander reporting: MG _____, Commander, USAARMC and Fort Knox, Fort Knox, KY.

11. Point of contact: (Provided by the IOC), Watch Officer, Fort Knox Operations Center.

12. This information is sensitive in nature and is to be treated as For Official Use Only.

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Appendix F
OPREP Report Format

FOR OFFICIAL USE ONLY OPERATIONS REPORT (Use Continuation Sheet for Death on the Installation)									
OPREP Number: (Unit yy-####; ie. 1ATB 06-0005)									
Reporting						DTG Received:			
Type Incident:						Racial: YES		NO	
Category of Incident:									
Location of Incident:						Date/Time of Incident:			
Type of Report:		Initial		Follow-up		Final		Date of Initial Report:	
PERSONAL DATA (SUBJECT)									
Name:						Sex:		Grade:	
Race:		Security Clearance:				Position:			
Duty						Unit:			
Installation:						Army Command:			
Next of Kin Notification (NOK):						Were Seat Belts Worn:			
Has the Soldier been deployed within the past year:						Was Alcohol involved:			
Was Personal Protective Gear/Equipment used:		(Motorcycle Only)							
PERSONAL DATA (VICTIM)									
Name:						Sex:		Grade:	
Race:		Security Clearance:				Position:			
Duty						Unit:			
Installation:						Army Command:			
Next of Kin Notification (NOK):						Were Seat Belts Worn:			
Has the Soldier been deployed within the past year:						Was Alcohol involved:			
Was Personal Protective Gear/Equipment used:		(Motorcycle Only)							
PUBLICITY									
SUMMARY OF INCIDENT									
NAME / POSITION OF CHAIN OF COMMAND NOTIFIED									
Command Group:									
Others:									
Released by:									
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FOR OFFICIAL USE ONLY OPERATIONS REPORT (Continuation Sheet for Death Information)			
OPREP Number: (Unit yy--####; ie. 1ATB 06-0005)			
Provide the following additional information for training deaths:			
1. Any previous medical history: YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> Give Details:			
2. Were Combat Lifesavers present: YES <input type="checkbox"/> NO <input type="checkbox"/> UNK / N/A <input type="checkbox"/>			
3. Was CPR performed at the scene: YES <input type="checkbox"/> NO <input type="checkbox"/> UNK / N/A <input type="checkbox"/> By Whom:			
4. Anyone notice anything different concerning performance or health within the Last 24 hours YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>			
5. Times leading up to the death: Time CPR performed: Time 911 was called: Time EMS personnel arrived on scene: Time EMS departed scene en route to the hospital: Time EMS arrived at the hospital: Time pronounced dead: by whom:			
6. Is the individual Active <input type="checkbox"/> NG <input type="checkbox"/> USAR <input type="checkbox"/> CIVILIAN <input type="checkbox"/> Other Service/Civil Servant/ Other			
7. Has the next of kin been notified:			
8. What are the ages and sex of family members (military only):			
9. What type of work wasbeing done/type of training was the service member in (BCT, AIT, OSUT, or other):			
10. What phase of training was the service member in: (Example: Service member is in the sixth week of AIT):			
11. What weather conditions existed at the time of the incident, if incident occurred outside:			
12. Any factors that may have contributed to the incident:			
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Appendix G
Commanding General's Update

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SIR/OPREP #: (Provided by the IOC)

DTG of Update:

Subject(s) and/or Victim(s) and Unit(s):

Brief recap of incident:

1. MSC Commander's Report:

- a. Name/phone number of person sending report:
- b. Any ongoing actions associated with the incident:
- c. Changes in circumstances, errors, or information not included in the original report:
- d. If injury is involved, any change in the condition or location of the injured or what is the prognosis:
- e. If death is involved:
 - (1) Who is the person survived by – names/ages/relationship/location:
 - (2) Memorial service location/DTG:
- f. Any other information deemed necessary by the commander:

2. AG Report, Casualty Assistance Center (CAC):

- a. Name/phone number of person sending report:
- b. Confirmation of DA Casualty Report:
- c. Location/disposition or remains:
- d. Names/ages/relationship of next of kin:

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- e. Status of next of kin notification – when, where, and by whom was the notification made:
 - f. Status of appointment of Casualty Assistance Officer – who, when appointed:
 - g. Burial honors:
 - h. Any other information deemed necessary:
3. MEDDAC Commander's Report:
- a. Name/phone number of person sending report:
 - b. Condition and prognosis of the patient:
 - c. Any existing conditions that may cause illness/injury to other personnel:
 - d. Any preliminary causes of death or autopsy results that are pertinent:
 - e. Any other information deemed necessary:
4. Provost Marshal's Report:
- a. Name/phone number of person sending report:
 - b. Status of ongoing or planned investigation:
 - c. Preliminary findings of investigation:
 - d. Any other information deemed necessary:
5. Public Affairs Officer Report:
- a. Name/phone number of person sending report:
 - b. Status of press releases:
 - c. Any impacts of public opinion or routine operations pertaining to the SIR:

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- d. Any other information deemed necessary:
- 6. Safety Director Report:
 - a. Name/phone number of person sending report:
 - b. Any safety related issues pertaining to the incident:
 - c. Recommendations to mitigate safety risks associated with the incident:
 - d. Any other information deemed necessary:

Information compiled by: Name, Rank, Unit, and Duty Position

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Appendix H
IMA CCIR Reporting Format

CCIR REPORTING FORMAT

- 1. Field Operating Agency, Division/Directorate – N/A**
- 2. Region/Installation: SERO/KNOX**
- 3. What:**
- 4. Who:**
- 5. Where:**
- 6. When:**
- 7. AOC Notified:**
- 8. Summary:**

All written reports are forwarded directly to the ACSIM XO with copy furnished to ACSIM, Plans and Operations Division (DAIM-ZS). POCs are LTC James F. Healy, (james.healy@hqda.army.mil) or Mr. Paul Mason, (paul.mason@hqda.army.mil).

Submitted by:

Watch Officer

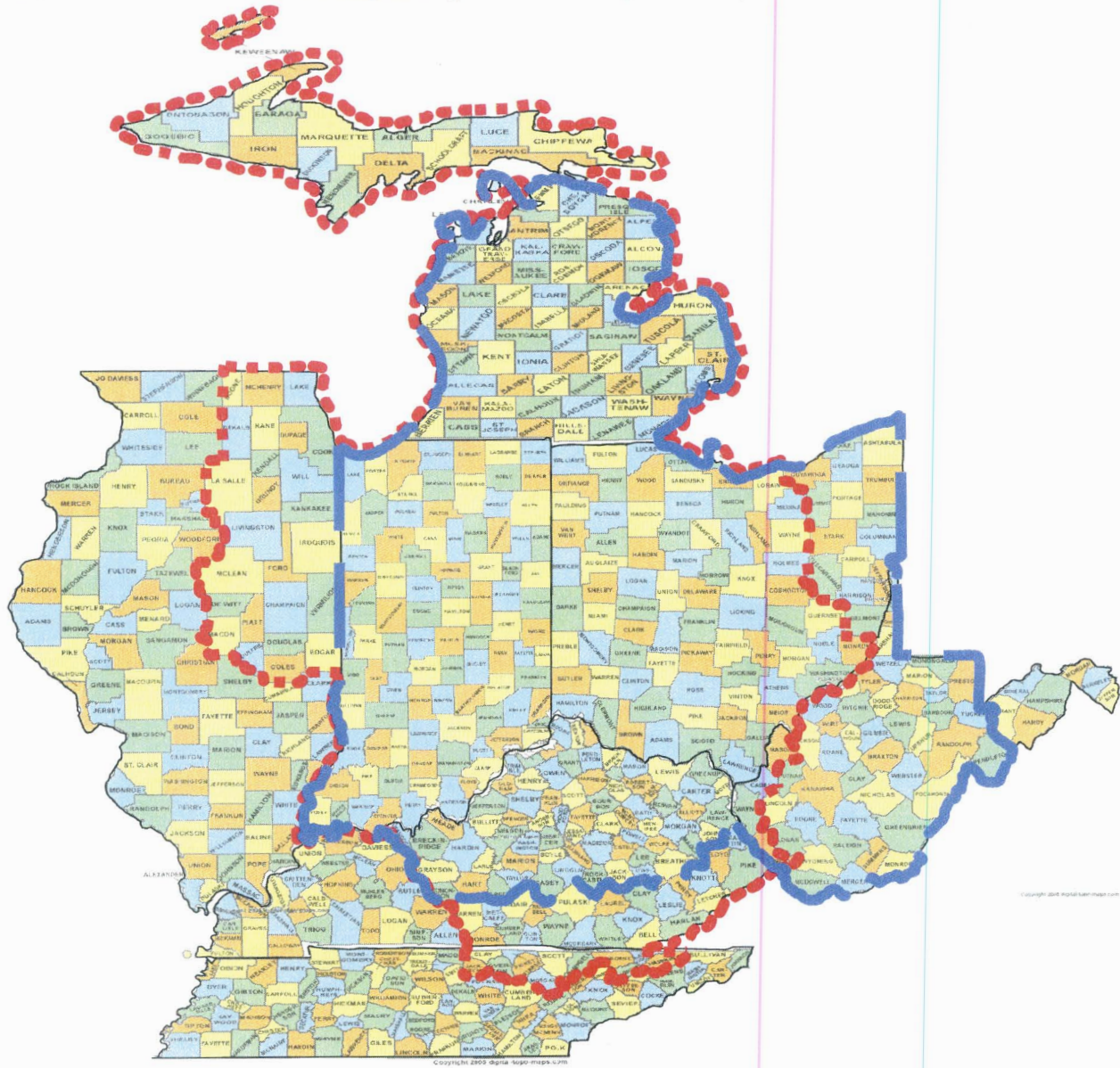
Installation Operations Center
ATTN: ISME-KNX-PLI
Bldg 1227, 6th Avenue
Fort Knox, KY 40121-5717
DSN: 464-2707, COM: (502) 624-2707
Cell: (502) 379-0382
FAX: xxx-1802
iocoic@knox.army.mil

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Appendix I

AR 190-40 and AR 600-8-1 Reporting Areas of Responsibility



- ■ ■ ■ ■ AR 190-40, Serious Incident Reporting AOR
- — — — — AR 600-8-1, Casualty Reporting AOR

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Appendix J Abbreviations

AA&E	Arms, Ammunition, and Explosives
ACS	Army Community Service
AG	Adjutant General
CAC	Casualty Assistance Center
CAO	Casualty Assistance Officer
CCIR	Commander's Critical Information Requirements
CG	commanding general
CID	Criminal Investigation Division
CIIC	controlled inventory item code
CNO	Casualty Notification Officer
CofS	chief of staff
CPR	cardiopulmonary resuscitation
DA	Department of the Army
DCG	deputy commanding general
DPTMS	Directorate of Plans, Training, Mobilization, and Security
EOC	emergency operations center
FORSCOM	US Army Forces Command
FOUO	For Official Use Only
GC	garrison commander
HHC	headquarters and headquarters company
HQ	headquarters
IMA	US Army Installation Management Agency
IOC	Installation Operations Center
ITO	invitational travel orders
MEDDAC	medical department activity
NAF	nonappropriated fund
OPREP	operational reporting
PAO	Public Affairs Office
PKI	Public Key Infrastructure
PMO	Provost Marshal Office
ROTC	Reserve Officers' Training Corps
SIR	serious incident report
SERO	Southeast Region Office
SGS	secretary of the general staff
SJA	Staff Judge Advocate
TRADOC	US Army Training and Doctrine Command
USAARMC	US Army Armor Center
USAG	US Army Garrison